



Clerk to the Council – C Shinner
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**Minutes of the meeting of Hartlebury Parish Council held on
Tuesday 1st April 2025 at 7.00pm at the Parish Hall in Hartlebury**

DRAFT UNTIL SIGNED AT A SUBSEQUENT MEETING

Present

Cllr Atkinson (CA), Cllr Arnott (KA), Cllr Cosham (JC), Cllr Kirby (RK), Cllr E Hancocks, Cllr Harris (MH), Cllr Hellens (JH), Cllr J Hipkins (JHP) Cllr Neale (CN) and Cllr Scheps (AS) Cllr Tarleton-Hodgson (LTH)

Also present.

C Shinner (Clerk) Cty Cllr T Miller (TM), Dst Cllr A Hartley (TH), and 10 members of the public.

Chairman CA noted that K Pratt had resigned from the Parish Council.

1 APOLOGIES

Apologies approved for absence, Cllr Evans (AE)

KA sent his apologies for the meeting to be held on the 6 May 2025.

2 DECLARATIONS OF INTERESTS

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of Paragraph 12(4)(b) of the Code of Conduct, must leave the room for the relevant items.

2.1 Register of Interests – Councillors are reminded of the need to update their Register of Interests.

2.2 To consider dispensation requests (from DPI or DOI).

2.3 To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.

Cllr CA declared an interest in payments to be made to herself for reimbursement of the Hartlebury Hero prize.

Cllr AS declared an interest in planning application regarding 25/00407 Titton Hill Farm as it was a neighbour's property.

Cllr CN declared an interest in items involving allotments and VE80 celebrations.

Cllr EH declared an interest in the planning application re 25/00397 Yew Tree Cottage.

3 PUBLIC QUESTION TIME

Residents were invited to give their views and question the parish council on issues on this Agenda, or raise issues for future consideration, at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself.

Catherine Holden was awarded a Hartlebury Hero award for all the community work that she did for the Parish of Hartlebury.

4 COUNTY COUNCILLOR

Report from County Councillor Tony Miller (TM).

- TM noted that he had had a parishioner from near the Mitre Oak complain about the speed on the road. He noted that the information so far received is that the speed on the road was average but that the sheer weight of traffic might be the issue. He noted that the VAS recorded speeds can be passed by HPC to the Police.
- Discussions are currently taking place regarding the format of the Unitary authorities. No final decisions had been made yet regarding their composition and the Government will take the final decision on this matter. TM noted that it is anticipated that Parish Councils will have more responsibilities and that a full time Clerk could be necessary.
- TM noted that he had donated £707 towards the maintenance of the footpaths under the parish footpath warden. The Clerk will place this in restricted funds for this purpose.
- JC noted that the 2 VAS needed upgrading to solar power and noted if there were funds available then a donation would be appreciated.

5 DISTRICT COUNCILLOR

Report from District Councillor Tony Hartley (TH).

- TH noted that Wychavon DC have agreed that a “One Worcestershire” unitary authority would be preferable to a North and South authority arrangement.
- Intelligent green plan published in 2020 – the annual update noted that it is on track to meet its pledges for carbon emissions in its services.
- The 12-month plan for not using harmful chemicals has been changed to include limited use of herbicides.
- Emergency repairs to protect the Raven Hotel are almost complete and costs will be charged to the owner.

6 MINUTES OF MEETING

The Council **APPROVED** the minutes of the meeting of the Parish Council that was held on Tuesday March 4th 2025.

7 PLANNING MATTERS

7.1 District Council Decisions- APPROVED

Planning Ref: W/24/02541/FUL

Proposal: Roxel (UK) Ltd

Erection of 8 single-storey buildings and 2 water tanks, to replace those approved for demolition under Prior Approval (Wychavon DC - W/24/01919/DEM and Wyre Forest DC - 24/0625/DEM) together with associated external works, including removal of earth mounds.

Location: Roxel (Uk Rocket Motors) Ltd, Summerfield Lane, Summerfield, Hartlebury, Kidderminster, DY11 7RZ.

Planning Ref: W/25/00038/CLE

Proposal: Certificate of lawfulness for existing caravan as residential dwelling owned and occupied by the applicant.

Location: The Caravan, Charlton Lane, Torton, Hartlebury, Kidderminster, DY11 7SD.

7.2 District Council. Planning application withdrawn

Planning Ref: W/25/00260/CU

Proposal: Variation of condition 2 granted on appeal of Planning application W/20/00561/CU (APP/H1840/W/21/3276934) -The use of land as a 2 pitch caravan site consisting of 2 mobile homes, 2 touring caravans, 2 utility blocks, car parking, septic tank and associated works. Retention of stable building permitted under reference 19/02104/FUL.

Location: Hangmans Cross, Lincomb Lane, Lincomb, Hartlebury.

7.3 Planning Applications for Parish Council Comment.

Application Number : W/25/00407/HP

Location: Titton Hill Farm, Yard Cottage, Lincomb Lane, Lincomb, Hartlebury, DY13 9RQ

Description of Proposal: Single storey front and side extensions and proposed new porch.

There was no objection to this application from the Parish Council.

Application Number: W/25/00332/HP

Location: Oak Tree Bungalow, Narroway Lane, Crossway Green, Hartlebury, Stourport On Severn, DY13 9SH.

Description of Proposal: Proposed construction of detached car garaging and ancillary home office accommodation.

The Parish Council objected to this due to the size of the separate dwelling.

Application Number: W/25/00397/LB Associated Ref:W/25/00396/HP

Location: Yew Tree Cottage, Torton Lane, Torton, Hartlebury, Kidderminster, DY10 4HX.

Description of Proposal: Three windows to be replaced.

There was no objection to this application from the Parish Council.

Application Number: W/24/01676/FUL

Location: Skeys Farm, Stourport Road, Charlton, Hartlebury, Kidderminster, DY11 7YA

Description of Proposal: Change of use to Equestrian Use with the reuse of existing barn for stables.

There was no objection to this application from the Parish Council.

Application No: W/25/00507/HP

Location: Glebe Farmhouse, Parsons Lane, Hartlebury, Kidderminster, DY11 7YQ

Proposal: Proposed change from granted planning permission for a 4-bay single storey garage, to a 4-bay garage with room/storage over (2 storey)

The Parish Council objected to this application as it was deemed to be too big for the site and does not fit into the environment.

Application No: W/25/00531/HP

Location: 5 Ashdene Close, Hartlebury, Kidderminster, DY11 7TN

Proposal: Proposed single-storey extension and new pitched roof over existing garage and bay window.

There was no objection to this application from the Parish Council.

Application No: W/25/00544/GPDE

Location: 8 Council Houses, Old Worcester Road, Hartlebury, Kidderminster, DY11 7XB.

Proposal: Prior Notification for a Larger Home Extension - Single storey rear extension.

There was no objection to this application from the Parish Council.

Application No: W/25/00347/GPDQ

Location: Barn At (Os 8232 6828), Lincomb Lane, Lincomb, Hartlebury

Proposal: Notification for Prior Approval for the proposed change of use of an Agricultural Building to 3no dwellinghouses (Class 3), and for building operations reasonably necessary for the conversion.

The Parish Council commented that there was no reference to the wider site and access, there were no parking spaces or area for turning. This was also noted as overdevelopment. Objection. (Clerks note. this application was decided prior to the Council comment being received)

7.4 District Council Decisions – REFUSAL

Planning Ref: W/25/00080/CLE

Proposal: Certificate of lawfulness for the retention of existing dwelling.

Location: Meadow Farm Bungalow, Moors Avenue, Hartlebury, Kidderminster, DY11 7YL.

7.5 Notification of planning appeal

Planning Ref: W/24/00543/REF: - APP/H1840/Y/25/

Description of proposal. Retrospective consent for unauthorised internal alterations, and enlargement of one existing window to create a door - Listed Building Consent.

Location. 4 Pansington Farm Barns Worcester Road. Titton, Stourport on Severn DY13 9QX.

8. FINANCE

8.1 Automatic payments

To **note** the following direct debits/debit card payments taken:

YU Energy February 2025 (paid in March 2025)	£14.66
HSBC Charges February 2025 (paid March 2025)	£8
Vodafone payment February 2025 (paid in March 2025)	£18

8.2 Payments

The Council agreed the following payments:

Clerk. March 2025 salary	Confidential
Top Cut Mowing services. Contract for March 2025	£819
GM Services Maintenance day for February and March and Lengthsman hours for February 2025	£642

Premiere Press Leaflet printing for village circulation	£198
Cllr C Atkinson reimbursement for Hartlebury Hero prize	£20
Donation to St James Church for clock and Churchyard maintenance	25-26 £500
Parish Council websites 1 year domain renewal for Hartlebury.org.uk	£14.40

8.3 Receipts

WCC ref TM for footpath work	£707
WCC re PL reimbursement December, January and part February	£250
Wychavon re VE day grant	£250
National Grid. Wayleave payment	£397.23
WCC re PL Part February and part March reimbursement	£175

8.4 Finance advisory Group

The Council agreed to consider the financial regulations in their May 2025 meeting.

9 REPORTS

To receive reports from Parish Councillors & advisory groups/working parties.

9.1 CST & RSAG

Update from the advisory group.

- The Community Speed watch scheme is progressing, it is anticipated that training will go ahead in April and the Council agreed that a room booking could be made to this effect.
It was noted that Quarry bank could be monitored under the Community Speed Watch Scheme.
- There has been a request for double yellow lines outside the school, advice from the police will be sought to ascertain if this would be enforceable. Advice will be sought from the Police on this matter.
- There are some issues with the batteries of the VAS and this will be investigated.
- Police Charter priorities are unchanged.

9.2 RE & AAG

a) Report from the Advisory Group was read to the Council. This report is available via the agenda items on the website.

b) Proposal for VE 80 Day

It was noted that £250 had been donated from Wychavon towards celebration of this event. The Council agreed that this donation should be passed to a group who were holding a celebration on 5th May to be spent as they felt appropriate on this community event with the provision that the money would be used to benefit all the Community.

Members of HPC who are assisting with the organisation of this event are CN, JHP and MH.

c) Glebe contractors have been awarded the contract for maintenance 2025-28 as agreed at the February meeting. A contract has been issued and signed.

d) Urgent item for consideration at the meeting. Vandalism and crime reported to Police. Crime number -22/27066/25. The laminated glass at the bus stop has been broken. This has been made safe and the Council agreed to arrange for this to be replaced.

For the laminated glass to be replaced by an external company estimated cost of fitting and replacement glass was noted as £265.48 dependent on accurate measurements of glass. It would be cheaper for the parish maintenance contractor to do this, and the Clerk is to contact the insurance company to ascertain how they wished the Council to proceed.

9.3 DC & DP AG

a) Update from the Advisory Group. It was noted that the CCTV installation date is to be agreed imminently. The Data Protection Officer training has been circulated to all the people who are data protection officers and these were noted as being AS, KA, JH and CN. AS is the lead DPO.

9.4 AAG

a) Update from the Advisory Group. It was noted that there had been a pony placed on the land next to the allotments and the owners were accessing via the allotments. The Clerk has contacted Wychavon DC to ask for their assistance with this matter as it is Wychavon land.

b) It was noted that there are still 4 available allotments. All the allotment agreements have been distributed.

c) It was agreed that the allotment tenants could use £10 for plant food and £70 for purchasing shrubs around the beehives.

9.5 STAG

a) Update from the Advisory Group. It was noted that this group were working on the Community Conversation III and would be developing ideas for this event.

b) STAG are working on a communication strategy and will be bringing proposals to the Council.

c) It was noted that the leaflet had been circulated to all Cllrs for their feedback, and delivered by hand to all householders.

9.6 WPACP

a) The Working party are providing comments on the Draft Heads of Terms to the Parish Hall Management Committee (PHMC) and when these are approved by WPACP they will be brought to the Council for their consideration.

b) The working party were given permission from the Council to meet with the representatives of the PHMC to discuss the Heads of Terms.

c) The working party asked for permission from the Council to seek three quotes from firms of solicitors to:

1- Confirm the Council can legally enter into such a lease.

2- Advise the Council on the wording of such a lease.

The Council agreed that the Clerk would contact the legal team at Wychavon to rule out any obvious legal obstacle to this proposed agreement before a solicitor was engaged.

WPACP agreed to send all documents to the Clerk for this purpose.

10 ADDITIONAL REPORTS

10.1 Councils' representative on the HPHMC

It was noted that the booking system was being updated to make bookings and payments easier.

It was noted that there would be cleaning of the grounds of the hall on April 21st 10:30-12 and all volunteers were welcomed.

A donation from Tyler Hill is to be used to fund improvements at the Parish Hall.

10.2 Clerk report.

- It was noted that a new Lengthsman would be engaged shortly as the application deadline had passed. The new Lengthsman will require training.

- The Clerk will approach local Councils to ask if they had lengthsman who had temporary availability.
- LTH noted that she did not personally know the applicant she had mentioned at the previous meeting.

10.3 Chairmans report and maintenance report.

- The Chairman asked the Council, and they subsequently approved the spending of the Chairmans allowance on the purchase of a black “Tommy” at £245 incl VAT. This is for the Churchyard and is a representative figure of all who died in war. The Chairmans allowance from 2024-25 is £200 and any additional money was agreed to come from the Councillors allowance from 2024-5.
- The Parish Council approved the disciplinary policy.
- CA noted that the committee room was booked at the same time as the May Parish Council meeting, the Council agreed that this would not cause any problems.

11 CORRESPONDENCE

Councillors can ask for further details of correspondence sent to them in advance of this meeting.

CN noted that she was in conversation re time-banking.

CN noted community awareness training re signposting help for residents. CN would send this information to the Clerk.

Spring Clean. it was noted that the Hartlebury C of E School were getting involved in this project

Low Hill – Parish Lengthsman unfortunately could not action this request due to the speed of the road and it had been reported via the online WCC portal. Residents can report items online to WCC.

JHP noted that tea and coffee would be provided for the Annual Parish Meeting and CN will be recording minutes.

12 TO RECEIVE REPORT FROM PARISH COUNCILLORS

There were no reports received.

13 CONFIDENTIAL MATTERS REGARDING THE CLERK AND PROVISION OF EXTRA HOURS AS NECESSARY.

The Council considered that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the following part of the meeting during the consideration of the following business as it would be prejudicial to the public interest because of the confidential nature of the items.

The meeting was closed at 2130hrs

DATE OF NEXT MEETING is the Annual Parish Council meeting on Tuesday May 6th, 2025.

C Shinner

Clerk to the Parish Council

Hartlebury Parish Council – Parish Council Membership, K Arnott, C Atkinson, J Cosham, A Evans, E Hancocks, M Harris, J Hellens, J Hipkins, R Kirby, C Neale, A Scheps, L Tarleton-Hodgson.

Abbreviations –

DC & DPAG	Digital comms and data protection advisory group
RE &AAG.	Recreation, events and amenities advisory group
CST & RSAG	Crime, speeding, traffic, and road safety advisory group
AAG	Allotments advisory group.
SAG	Staffing advisory group.
STAG	Strategy advisory grou
PAG	Planning advisory group.
FAG	Finance Advisory group.
WPACP	Working party for actions regarding the car park (at the parish hall)
HPC	Hartlebury Parish Council
PL	Parish Lengthsman

Future dates for parish council meetings

2025 May 6th, June 3rd, July 1st, August 5th, September 2nd, October 7th, November 4th and December 2nd.